

**PURPOSE**

To establish permitted uses of limited data sets and the method for creating them.

**PROCEDURE**

The following is individually identifiable data that must be removed:  
(All - except some dates and some demographic data)

- Names.
- Postal address information, other than town, city, state, and zip codes.
- Telephone numbers.
- Fax numbers.
- Electronic mail addresses.
- Social security numbers.
- Medical record numbers.
- Health plan beneficiary numbers.
- Account numbers.
- Certificate/license numbers.
- Vehicle identifiers and serial numbers, including license plate numbers.
- Device identifiers and serial numbers.
- Web Universal Resource Locators (URLs).
- Internet Protocol {IP} address numbers.
- Biometric identifiers, including finger and voiceprints.
- Full-face photographs and comparable images.

The individual's birth date should only be disclosed if the Michigan Department of Health and Human Services (MDHHS) and the recipient of the information agree that it is needed for their purpose.

**Data Use Agreements**

All data use agreements must be approved by the Bureau of Legal Affairs, and signed by the deputy director. A data use agreement must:

- Establish the permitted uses and disclosures of the limited data set.
- Establish who is permitted to use or receive the limited data set.
- Provide that the recipient of the information will:
  - Not use or further disclose the information other than as permitted by the agreement
  - Use appropriate safeguards to prevent use or disclosure other than as permitted by the agreement
  - Report to the MDHHS any uses or disclosures the recipient is aware of that is not provided for by the agreement
  - Ensure that the recipient's agents who have access to the information agree to the same restrictions as imposed on the recipient
  - Not identify the information or contact the individuals

**REFERENCES**

45 CFR 164.515, §164.514(e)

**CONTACT**

For additional information concerning this procedure, contact the MDHHS Bureau of Legal Affairs.